



Montgomery County Department of Permitting Services

255 Rockville Pike

Rockville, MD 20850

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<http://permittingervices.montgomerycountymd.gov>



Master & Limited Master Electrician License Procedure

Master Electrician

An applicant for examination for a master electrician license shall have been regularly and principally employed in doing electrical work for a period of not less than eight (8) years preceding the date of application. This work experience must have been under the direction and supervision of a master electrician. The Board may credit formal course study or training in electrical work completed at a trade school or other institution.

Limited Master Electrician

An applicant for examination shall have been regularly and principally employed for at least four (4) years preceding application in the area of electrical work for which he/she desires a license. Specific areas of electrical work that you intend to perform under this license must be indicated on the attached application (e.g. alarm systems, HVAC, data outlets, signs, elevators).

1. Complete application in full.
2. Submit with:

A check in the amount of \$47.00 (non-refundable), which covers application processing and the exam.

Letters of verification of employment on company letterhead, signed by the Master electrician of the company.

- 1) The Master for the company **must** include his/her license number and the jurisdiction where license was obtained.
- 2) Letter(s) of verification **must** indicate specific dates of employment
- 3) Options for photo submittals are as follows;
 - a. Mail us a front-faced professional looking photo (e.g. no sporting activities photos, no drivers licenses, no beach photos) on a 3 ½ disk (JPEG format). The disk should be saved accordingly (John Doe) with the individual's name and packaged in a protective container or adequate cushioning material.
 - b. Come into the office and a photo will be taken **or**
 - c. E-mail us an electronic photo at DPS@montgomerycountymd.gov
3. The application is forwarded to the Board of Electrical Examiners for review.
4. If the Board determines that the applicant meets the qualifications, a written notice will be forwarded to the applicant designating time and place of the exam. The exam is based on the 2002 National Electrical Code. The exams are given the first Saturday of each month unless that Saturday falls within a holiday weekend (e.g. July 4, Labor Day).
5. If the Board determines that the applicant does not qualify for the exam, he/she will be notified in writing. The applicant may arrange to appear at a subsequent meeting of the Electrical Board to give further information regarding his/her qualifications.

CONT. FOR MASTER LICENSE PROCEDURE

6. Upon passing the exam, the applicant must submit the following:
 - a. An Electrical Business License application, or
 - b. A letter on company letterhead from a Montgomery County licensed Electrical Business stating that the Electrical Business intends to employ this person as their Master Electrician, or, a letter, stating that he/she intends the license to be "Inactive"
 - c. Not less than twelve (12) months after the third and succeeding examinations.
7. The applicant is then issued an identification card to be in their possession at all times while performing electrical work within Montgomery County, under the jurisdiction of this office.
8. If an applicant does not pass the examination, he/she may retake it at the following intervals:
 - a. Not less than three (3) months after the first examination
 - b. Not less than six (6) months after the second examination
 - c. Not less than twelve (12) months after the third and succeeding examinations

NOTE: THE RE-EXAM FEE IS: \$24.00

***A 10% Automation Enhancement fee will be added to all fees listed.**